



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

3 OCT 2000

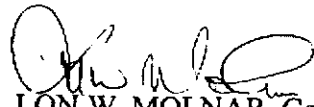
MEMORANDUM FOR ALL MAJCOM DPC/DPS AND CHIEF EEO COUNSELORS

FROM: HQ USAF/DPDH
1040 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Payment of Equal Employment Opportunity Discrimination Complaint
Investigations

By memorandum, dated 21 December 1999, we advised that the Civilian Personnel Management Service, Office of Complaint Investigations (CPMS-OCI) had inaugurated a \$250 flat fee for EEO complaint investigations, in lieu of reimbursement of travel and per diem expenses. We have just learned that CPMS-OCI has now determined that, effective 1 October 2000, the only acceptable form of payment is the Government Purchase, or IMPAC, card (see attached CPMS-OCI memorandum, dated 7 September 2000 for procedures). Organizations do not need to secure an IMPAC card that is dedicated to this purpose; they may use their regular account card. OCI will return requests for investigations for which the Form 2, attached to the 7 September memorandum, is not provided, thus adversely affecting timeliness of case processing.

Please disseminate this information to all Chief EEO Counselors at all bases within your MAJCOM and ensure that they work with affected organizations to follow these procedures. Questions on use of the IMPAC card for this purpose may be forwarded to Mr John Caporal, SAF/ACQO, DSN 425-7029, or john.caporal@pentagon.af.mil. Questions on these payments may be forwarded to CMSgt George Varga, SAF/FMPC, DSN 224-5399, or george.varga@pentagon.af.mil. Questions on EEO complaint investigation processing should be forwarded to Ms Debra Collatt, HQ USAF/DPDH, DSN 223-2700, or debra.collatt@pentagon.af.mil.


LON W. MOLNAR, Colonel, USAF
Chief, Human Resources Division
Directorate of Personnel Force Development

Attachment:
CPMS-OCI Memo, 7 Sep 00